

Organization Name: AAPA
Total Responses: 65
Run Date: 11/22/2005

What is your title?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Paralegal	33	50.77%
Legal Assistant	23	35.38%
Certified Legal Assistant	1	1.54%
Sr. Paralegal	1	1.54%
Real Property Legal Assistant	1	1.54%
Legal Assistant/Paralegal	1	1.54%
I am still a student and only work parttime	1	1.54%
Contract Paralegal	1	1.54%
CLA, NCCP	1	1.54%
case manager	1	1.54%
Admim Asst	1	1.54%
Answered	65	100.00%
Total	65	100.00%

What is your age?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
19 – 29	9	13.85%
30 – 39	17	26.15%
40 – 49	17	26.15%
50 – 59	20	30.77%
60+	2	3.08%
Answered	65	100.00%
Total	65	100.00%

How many total years experience do you have in the legal field?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
0 to 5 years	13	20.00%
5 to 10 years	16	24.62%
10 to 15 years	9	13.85%
15 to 20 years	12	18.46%
20 to 25 years	5	7.69%
More than 25 years	10	15.38%
Answered	65	100.00%
Total	65	100.00%

How many years have you been in your present position?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
0 to 5 years	34	52.31%
5 to 10 years	17	26.15%
10 to 15 years	7	10.77%
15 to 20 years	4	6.15%
20 to 25 years	2	3.08%

More than 25 years	1	1.54%
Answered	65	100.00%
Total	65	100.00%

How many attorneys at the firm you work for?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
5 or less	39	60.00%
6 to 10	4	6.15%
11 to 20	6	9.23%
21 or more	16	24.62%
Answered	65	100.00%
Total	65	100.00%

How many other staff are at the firm you work for?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
5 or less	25	38.46%
6 to 10	8	12.31%
11 to 20	8	12.31%
21 or more	24	36.92%
Answered	65	100.00%
Total	65	100.00%

How many attorneys do you work for?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
5 or less	58	89.23%
6 to 10	6	9.23%
11 to 20	1	1.54%
21 or more	0	0.00%
Answered	65	100.00%
Total	65	100.00%

What is your present yearly salary, not counting bonuses or other benefits?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Less than \$20,000	2	3.08%
\$20,000 to \$25,000	11	16.92%
\$25,000 to \$30,000	12	18.46%
\$30,000 to \$35,000	21	32.31%
\$35,000 to \$40,000	9	13.85%
\$40,000 to \$45,000	8	12.31%
More than \$45,000	2	3.08%
Answered	65	100.00%
Total	65	100.00%

Do you receive an annual bonus?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Yes	48	73.85%
No	17	26.15%

Answered	65	100.00%
Total	65	100.00%

If Yes, what was the amount of your most recent bonus?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
\$0 - \$500	10	15.38%
\$501 - \$1,000	20	30.77%
\$1,001 - \$1,500	9	13.85%
\$1,500 +	9	13.85%
Answered	48	73.85%
Unanswered	17	26.15%
Total	65	100.00%

On what basis are bonuses determined?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Merit	9	13.85%
Percentage of Salary	10	15.38%
Weekly Pay	11	16.92%
Holiday	20	30.77%
Firm / Company Success	25	38.46%
Years of Service	7	10.77%
Other	6	9.23%
Answered	54	135.38%
Unanswered	11	16.92%
Total	65	152.31%

If Other, please specify:

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
2 weeks pay at holiday	1	
Answered	1	
Total	1	

What benefits are offered by your firm?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Health Insurance	61	94.55%
Dental Insurance	22	34.55%
Life Insurance	41	65.45%
Disability Insurance	26	43.64%
Free Legal Representation	36	58.18%
Maternity Benefits	13	21.82%
Parking	47	74.55%
Retirement or 401K	48	70.91%
Profit Sharing	26	41.82%
Annual Leave	35	56.36%
Sick/Personal Leave	61	94.55%
Medical Reimbursement	24	38.18%
Professional Association Dues	39	58.18%
Other Benefits	13	12.73%

None of the Above	2	3.64%
Answered	65	100.00%
Total	65	100.00%

If Other, please specify:

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Mileage Reimbursement	1	1.82%
Auto Allowance	1	1.82%
Gym Membership	1	1.82%
Gas Allowance	2	1.82%
Cell Phone	1	1.82%
Comp Time	2	1.82%
All expenses for travel to seminars, meetings, etc.	1	1.82%
Answered	9	10.91%
Total	9	100.00%

How many hours a week do you typically work?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Less than 25	3	4.62%
26 to 30	1	1.54%
31 to 35	7	10.77%
36 to 40	38	58.46%
More than 40	16	24.62%
Answered	65	100.00%
Total	65	100.00%

If you work overtime, what type of compensation do you receive?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
I don't work overtime	11	16.92%
Compensatory time off	14	21.54%
Overtime pay	29	44.62%
None	7	10.77%
Other	4	6.15%
Answered	65	100.00%
Total	65	100.00%

How often do you receive a salary increase?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Once a year	53	86.89%
Every six months	1	1.64%
Other	7	11.48%
Answered	61	100.00%
Total	61	100.00%

If Other, please specify:

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Every other year	2	28.57%
Dependent on firm success	1	14.29%
When a cost of living increase is approved	1	14.29%
Only when requested by paralegals	1	14.29%
No Specific Time	2	28.57%
Answered	7	100.00%
Total	7	100.00%

What was the amount (dollar or percentage) of your last salary increase?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
0	3	5.45%
1%	1	1.82%
3%	4	7.27%
4%	5	9.09%
5%	6	10.91%
6%	2	3.64%
7%	3	5.45%
\$1,000	6	10.91%
\$2,000	2	3.64%
\$1,500.00	3	5.45%
\$1,500 or more	1	1.82%
\$5,000	1	1.82%
Answered	55	100.00%
Total	55	100.00%

Do you receive a performance evaluation?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Yes	40	61.54%
No	23	35.38%
Answered	63	96.92%
Unanswered	2	3.08%
Total	65	100.00%

If yes, how frequently?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
6 months	1	1.54%
1 year	40	61.54%
Other	6	9.23%
Answered	47	72.31%
Unanswered	18	27.69%
Total	65	100.00%

How is performance rated?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Productivity	38	56.36%
Billable Hours	16	23.64%

Knowledge / Competence	44	65.45%
Communication Skills	35	50.91%
Attitude	44	65.45%
Other	7	10.91%
Answered	42	76.36%
Unanswered	23	23.64%
Total	65	100.00%

If Other, please specify:

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
All of the Above	2	33.33%
Self Evaluation	1	16.67%
Overtime hours are monitored along with project completions.	1	16.67%
Client Satisfaction	1	16.67%
Attendance and Other Type Matters.	1	16.67%
Answered	6	100.00%
Total	6	100.00%

Do you receive any continuing education or training?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Yes	58	89.23%
No	7	10.77%
Answered	65	100.00%
Total	65	100.00%

If yes, who pays for it?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Employer	51	86.44%
Me	2	3.39%
Other	6	10.17%
Answered	59	100.00%
Total	59	100.00%

Does your employer provide in-house training?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Yes	37	56.92%
No	28	43.08%
Answered	65	100.00%
Total	65	100.00%

If yes, what type of training is provide ... ftware / computer, legal specific, etc.?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Software/Computer	16	59.26%
Legal specific	1	3.70%
Word processing, scanning, power point	1	3.70%
Legal training seminars	4	14.81%

Lexis training	3	11.11%
Medical - specific to practice	1	3.70%
Legal, criteria cases	1	3.70%
Answered	27	100.00%

Total 27 100.00%

How many paid legal holidays does your employer provide?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
None	0	0.00%
1 to 5	6	9.23%
6 to 10	51	78.46%
11 or more	8	12.31%
Answered	65	100.00%

Total 65 100.00%

In what area(s) of law do you work?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Corporate	13	23.64%
Estate Planning / Administration	15	27.27%
Social Security Disability	7	12.73%
Domestic / Family	7	12.73%
Criminal	2	3.64%
Bankruptcy	4	7.27%
Civil Litigation	29	52.73%
Real Estate	19	34.55%
Government	2	3.64%
Other	12	21.82%
Answered	55	200.00%

Total 55 200.00%

If Other, please specify:

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Workers Compensation	5	31.25%
Personal Injury	3	18.75%
Medical Malpractice	1	6.25%
Medicaid	1	6.25%
Legislative & Regulatory & Maritime Order of Attachments	1	6.25%
Juvenile	1	6.25%
Employment	1	6.25%
Education, Public Housing	1	6.25%
Condemnation	1	6.25%
Collections	1	6.25%
Answered	16	100.00%

Total 16 100.00%

Do you perform any non-legal tasks for your office?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
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Yes	33	50.77%
No	32	49.23%
Answered	65	100.00%

Total **65** **100.00%**

Explain

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Travel arrangements, misc. personal matters	2	11.11%
Ordering office supplies, buy firm drinks	2	11.11%
Perform all office duties - only staff for small office.	1	5.56%
Office Manager type duties	1	5.56%
Misc. odd jobs needed if I have time	1	5.56%
Billing	3	16.67%
All firm social functions, scheduling as well as hiring catering. This includes a firm luncheon which is scheduled once a month.	1	5.56%
Reallocate finances for the legal department	1	5.56%
General Administrative	1	5.56%
Computer Assistance with problems	1	5.56%
Bookkeeping	2	11.11%
Attorney's Personal Calendar	1	5.56%
Attorney's Accounts Payable/Receivable - Trust Account	1	5.56%
Answered	18	100.00%

Total **18** **100.00%**

What is your highest level of education?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
High School	7	10.77%
Some College	17	26.15%
Associate Degree	22	33.85%
Bachelors Degree	15	23.08%
Masters Degree	4	6.15%
Doctorate	0	0.00%
Answered	65	100.00%

Total **65** **100.00%**

Do you have a paralegal certificate or degree?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Yes	34	52.31%
No	31	47.69%
Answered	65	100.00%

Total **65** **100.00%**

If so, was the program ABA approved?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Yes	21	63.64%
No	12	36.36%

Answered	33	100.00%
Total	33	100.00%

Are you a CLA/CLAS?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Yes	10	15.38%
No	55	84.62%
Answered	65	100.00%
Total	65	100.00%

If not, would you be interested in taking the exam?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Yes	27	50.00%
No	27	50.00%
Answered	54	100.00%
Total	54	100.00%

If you are a CLA/CLAS, do you find an advantage in being certified?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Yes	9	60.00%
No	6	40.00%
Answered	15	100.00%
Total	15	100.00%

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Respect from other attorneys	1	14.29%
More respect, improved position in job market, employer is more willing to pay for continuing education	1	14.29%
Not in our region, but in larger cities it helps to have a CLA	1	14.29%
Legal experience	1	14.29%
It is a nationally recognized credential	1	14.29%
Employers recognized the certification, but I and others who had it were not paid any more than usual.	1	14.29%
Broader range of knowledge	1	14.29%
Answered	7	100.00%
Total	7	100.00%

Do you plan to become a North Carolina Certified Paralegal?

<u>Answer</u>	<u>Quantity</u>	<u>% of Total</u>
Yes	52	80.00%
No	13	20.00%

Answered	65	100.00%
Total	65	100.00%